

Town of Avon, MA
Filming General Information Checklist



General Permit Information

Production Title: _____

Type of Production: Commercial; PSA; Documentary; Feature; Industrial Video; Music Video; Special Event;
Still Photo; Student; Miscellaneous; Other: _____

Production Company Information

Company Name: _____

Phone: _____

Fax: _____

Street: _____

City: _____

State: _____

Zip Code: _____

Insured Company Information

Company Name: _____

Phone: _____

Fax: _____

Street: _____

City: _____

State: _____

Zip Code: _____

Location Manager

Name: _____

Cell: _____

Office: _____

Fax: _____

E-mail: _____

Location Assistant

Name: _____

Cell: _____

Office: _____

Fax: _____

E-mail: _____

Please Note: Unless otherwise indicated by the applicant, the Location Manager shall serve as the primary contact(s) should filming circumstances be altered or in the case of accidents.

Producer: _____

Director: _____

1st AD: _____

Production Manager: _____

Filming Information Location Checklist
(Please use additional copies for each location as needed)

Location Description

Type of location: Open: _____ Closed: _____

Address: _____

Prep Date(s) & Time(s): _____

Filming Date(s) & Time(s): _____

Strike Date(s) & Time(s): _____

Hold Date(s) & Time(s): _____

Equipment on Location

Type	Quantity	Type	Quantity	Type	Quantity
5 or 10 Ton Trucks	_____	Beebe Light/Nite Sun	_____	Camera Cars	_____
Cast/Crew Vehicles	_____	Condors*	_____	Cranes	_____
Cube Trucks	_____	Generator	_____	Honey Wagons	_____
Motor Homes	_____	Picture Vehicles	_____	Portable Restrooms	_____
Process Trailer	_____	Scissor Lifts	_____	Semi Trucks	_____
Stakebed Trucks	_____	Vans	_____		

*Condor = Aerial work platforms

Personnel on Location

Type Quantity

Audience Members _____

Cast _____

Crew _____

Extras _____

Where are extras holding? _____

Please Note: Filming events with personnel totaling 150 or more are required to obtain a Fire Department detail.

Filming Activities

Gunfire

Shot Type	Load Type	# Takes Per Day	# Times Per Take
_____ Automatic	_____	_____	_____
_____ Semi Auto	_____	_____	_____
_____ Single Shot	_____	_____	_____
_____ Non Gun	_____	_____	_____

Description of Gunfire:

Special Effects

Type	# Takes Per Day	# Times Per Take
<input type="checkbox"/> Breaking Glass	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bullets/Squib Hits	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bum Barrels	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Car Explosion	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Dust Hits	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Explosion	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Fire Ball	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Fire Bars	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Fire Effects	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sparks	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>

Description of F/X scene:

Please Note: Permits issued by the Avon Fire Department are required for all LP, Pyrotechnics, Black Powder, Flammable/Combustible Liquids, Open Burning effects and/or scenes. Further, pyrotechnics require a detail dependent on AHJ (Authority Having Jurisdiction).

Water/Near Water Aquatic Scenes

Location(s) of Water/Near Water scene:

Description(s) of Water/Near Water scene:

Please Note: ALL Water/Near Water Aquatic Scenes require Fire Department standby.

Base Camp/Crew Parking

Base Camp

Location Type:

Address:

Crew Parking

Location Type: _____

Address: _____

Posted Parking/Closures

Posting "No Parking" signs: please indicate which side of the street: N/S-north side, E/S-east side, S/S-south side, W/S-west side, B/S-both sides

Town of Avon Contact Information

65 E. Main Street
Avon, MA 02322
508-588--0414 (Phone)

Police Department

Police Chief – Jeffrey Bukunt – 508-583-6677

Fire Department

Fire Chief – Robert Spurr – 508-583-5361

Building/Zoning

Building Commissioner – Robert Borden – 508-588-0414, Ext. 1022

Public Works

Dept. of Public Works Director – William Fitzgerald - 508-588-0414, Ext. 1032

Board of Health

Health Agent – Kathleen Waldron - 508-588-0414, Ext. 1016

Town Administrator

Town Administrator Gregory Enos – 508-588-0414, Ext. 1020